CITY OF CHICAGO DEPARTMENT OF HOUSING

2025 FUNDING ROUND PRELIMINARY PROJECT APPLICATION FREQUENTLY ASKED QUESTIONS

Updated 7/9/2025

Q: At one point, the QAP directed sponsors to upload the PPA to Procorem. Has that changed?

A: Yes, that procedure has changed. The current process is explained in detail in the *PPA Submission Procedure* document.

Q: Our files are too large to email. Can we use SharePoint to submit our application materials? If we have multiple projects, should we request one SharePoint folder for all of them or a separate folder for each project?

A: Yes, you can use SharePoint. Submit a request to establish each folder to DOHPPA@cityofchicago.org in accordance with the PPA submission procedures. You must request a separate folder for each application to ensure proper tracking and review.

Q: Certain cells look like they should accept data entry but are locked. What should I do if I find something like this?

A: We have been addressing minor issues in the forms as they come to our attention. If you encounter any locked cells that appear to require input, please contact us at DOHPPA@cityofchicago.org for assistance.

Q: On the Development Costs-Uses tab of the Common Application workbook, lines J142 and J143 aren't populating. Also, on the Details tab of the Common Application workbook, cell E88 (LIHTC) isn't calculating — why?

A: Lines J142 and J143 on the Development Cost tab rely on unit mix data from the Income page to calculate the Applicable Fraction and Qualified Basis. If that data is missing, J142 and J143 won't populate.

Since cell E88 on the Details tab pulls its values from J142 and J143, it will also remain blank until the necessary data is entered on the Income page.

Q: On the Development Costs–Uses tab, the LIHTC fields aren't populating when I try to model a 9% LIHTC project budget. It looks like there's no Applicable Fraction being pulled in — what's causing this issue?

A: This issue stems from a previously misprogrammed formula in the Development Costs–Uses page, which failed to correctly reference the Applicable Fraction when providing the budget for a 9% LIHTC project. As a result, the LIHTC values did not populate even when the necessary data was entered elsewhere in the workbook.

The formula has since been corrected in the current version of the Common Application. Please ensure you are using the latest version of the spreadsheet to avoid this error.

Sponsors who have already begun completing the application using a version with this formula error do not need to revise or resubmit their PPA materials to correct for this specific issue. However, the underwriting represented in the Common Application submitted as part of the Preliminary Project Application must still adhere to the relevant provisions of the DOH Underwriting Standards Guide related to basis and credit calculation. Be sure your underlying project assumptions remain compliant with those standards.

Q: We have noticed errors on the LIHTCs & BLDGs tab. Will these affect our PPA submission or the Department's review of our credit calculations?

A: The LIHTCs & BLDGs tab is intended to show how credits are distributed when more than one Building Identification Number (BIN) is anticipated for the project. While any errors on that tab will be addressed in due course, they are not critical to the Department's evaluation of a project's credit raise at the PPA stage.

For PPA review purposes, DOH will rely on the conventional basis and credit calculation reflected on the corrected Development Costs–Uses tab, in accordance with the applicable provisions of the DOH Underwriting Standards Guide.

Q: Why couldn't we edit the Organizational Chart tab on the Common Application?

A: The Organizational Chart tab was locked, which prevented edits. However, the current version has resolved this issue, and the tab is now unlocked and editable to reflect the project structure.

Q: I've already gotten substantially underway toward completing the Common Application before noticing the Common Application update that unlocked the Organizational Chart tab. Do I need to redo the entire application to include it?

A: No, you don't need to redo the entire Common Application. If you've already made significant progress on your Common Application, you can provide a standalone completed organizational chart (template available for download at www.chicago.gov/qap) instead. The standalone chart should be included in Section 1

(Core Application Materials) for any PPA package where the chart is not integrated into the Common Application.

Q: The "Development Costs – Uses" page is not pulling in the calculated contingency from the "Construction Costs" page. Is this a known issue?

A: Yes, this was an issue with the cell programming on the "Development Costs – Uses" page. It has since been corrected. The contingency amount should now pull in automatically from the "Construction Costs" page. Please ensure you are using the latest version of the spreadsheet.

Q: Our calculations for basis/LIHTC differ from what appears on the Common Application. Why is there a discrepancy?

A: The discrepancy is likely due to a difference in how the applicable fraction is calculated. The Common Application previously carried the applicable fraction out to five decimal places (e.g., 0.88387), while many sponsor calculations use four decimal places (e.g., 0.8839). We have since reprogrammed the Common App to truncate the applicable fraction to four decimal places for consistency. Sponsors who have already begun using a version of the application with five-digit precision do not need to resubmit or revise their application.

Q: Under Section VIII(C) – Site Control, the QAP requires that a Preliminary Owner Willingness Letter include "compliance with any applicable environmental review and voluntary acquisition guidelines." Does the City require specific language in this letter? Also, if the land is being donated, can the letter simply reference future compliance, or must the exact language be included?

A: Yes, the City of Chicago requires that specific compliance language be included in the Preliminary Owner Willingness Letter. This includes both:

- Environmental Review language, stating that no transfer of title will occur until the City completes its federal environmental review and authorizes the purchase (or confirms exemption); and
- Voluntary Acquisition language, affirming that the acquisition is voluntary, the purchaser has no eminent domain authority, and that relocation rights under the Uniform Relocation Act (URA) are acknowledged.

Even if the land is being donated, the Preliminary Willingness Letter must include the full, required language provided by the Department of Housing, not just a general statement of future compliance.

For the exact language required, refer to the “DOH Required Site Control Compliance Language” document issued June 25, 2025.

Q: I’m completing the Sponsor Experience Certification Form for the 2025 PPA and can’t locate the DOH loan numbers for our City-funded projects. What should I do?

A: If you cannot locate the required loan number:

- Contact your project financial statement auditor — they may have access to the loan number through financial or compliance reporting records; or
- Reach out directly to the Department of Housing at DOHPPA@cityofchicago.org with the project name, address, and year of closing so staff can assist in identifying the correct loan number.

Q: The instructions for the Sponsor Experience Certification Form are unclear about whether tabs S1–S20 require a signature from each state agency. These tabs don’t have signature lines: do they still need to be signed?

A: Tabs S1–S20 do not require signatures from state agencies. DOH amended the Sponsor Experience Certification Form to remove the requirement for state agency signatures. The current version only requires a single signature from an authorized representative of the Project Sponsor.

Q: How many representatives from our organization can interact with the City during the PPA process?

A: The Department of Housing will allow no more than two individual representatives per project sponsor to engage directly with City staff and access City-managed systems, including SharePoint if applicable.

These two individuals must be clearly identified either in the initial submission email or in the SharePoint access request. Only these designated representatives will be permitted to upload documents or communicate with DOH regarding technical assistance or submission questions. Additional individuals will not be granted access.

Q: I wanted to confirm the minimum requirement for two-bedroom or larger units under the New Construction Priority Track in the 2025 QAP. The QAP states, “At least fifteen (15) of the project’s housing units are two-bedroom units restricted … at or below 60% AMI.” Is this correct, or should it say 15% of the total units?

A: The requirement is correctly stated in the QAP. It refers to a minimum of 15 units that are two-bedroom or larger, not 15% of the total units.

Q: Is there a specific form or affidavit required for the "Disclosure of any litigation, monitoring findings, or contract terminations" in the Sponsor Financial and Compliance Disclosures section?

A: There is no separate form or affidavit specifically for this disclosure. However, this information must still be clearly addressed within your application materials. You may include the required disclosure as a written statement or addendum, ensuring it is complete and signed by an authorized representative.

Please note:

- The **Sponsor Development Experience Certification Form** (including the "Unacceptable Practices" tab) and the **Ownership Disclosure Affidavit** are separate requirements and do not satisfy this particular disclosure.
- If you do not have any such findings to disclose, a brief statement confirming that may be sufficient.

Q: The narrative text in the Emerging Developer/Vendor Certification Form isn't wrapping correctly in the cells. Is the content still readable on your end?

A: The form has been reviewed and updated to support better text visibility.

Q: The Emerging Developer/Vendor Certification Form only allowed "Yes" answers. What should we do when "No" is the correct response?

A: The spreadsheet's data validation has been updated to allow both "Yes" and "No" responses. Please make sure that you are using the latest version of the form.

Q: In the Architect of Record Experience Certification Form, the same state name is appearing on tabs (other than S1), even though I selected different states in the Summary tab. Why is this happening?

A: This issue where the same state name was being repeated across multiple worksheets has been resolved in the updated version of the form. Please be sure to download and use the latest version to ensure proper functionality.